

The OP-221 Application Can Be DOWNLOADED As Follows:

DFO: www.nycenet.edu/dfo (Click on **SOPM**, Scroll to **Travel and Conferences**, Click on **BOTH OP-221 and Rules for Completing OP-221**)
BOE: www.nycenet.edu/forms (Click on **Administration**, Go to **Division of Human Resources (DHR)**,
Click on **BOTH OP-221 and Rules for Completing OP-221**)

General Rules for the Completion of

APPLICATION TO ATTEND MEETING, CONFERENCE OR CONVENTION OUTSIDE NEW YORK CITY (Form OP-221)

1. **Eligibility:** Non-attendance time required may be granted to a regularly appointed or regular (but **not** per diem) substitute member of the instructional or non-instructional staff for the purpose of attending a professional meeting, conference or convention **outside** New York City held by a recognized professional group or association.
2. **Application:** Form OP-221 must be submitted at least one (1) month before the first day of the meeting, conference or convention. A separate application must be submitted for each activity to be attended during the school or work year. (Do **not** use this form for permission to attend a meeting, conference or convention held **in** New York City, but instead, use Form OP-201.)
3. **Authorization:** Final approval and authorization may be granted (or denied) by the employee's Superintendent, Executive Director, Head of Office or, as appropriate, by their Deputy.

Note: Except for personnel employed there, applications will **not be submitted to or processed by DHR.**

4. **Non-Attendance With Pay and Payment of Expenses** may be granted an employee who is:
 - (a) specifically designated by the Chancellor, Deputy Chancellor, the employee's Superintendent, Executive Director, Head of Office or, as appropriate, by their Deputy; **or**
 - (a) a speaker or panel member at the function.
5. **Non-Attendance With Pay But Without Expenses** may be granted an employee who is:
 - (a) a delegate to a meeting, conference or convention dealing in whole or in part with educational matters relevant to the work of the school system; or
 - (b) an auditor or participant at a specialized subject conference relevant to the immediate duties of the employee.
6. **Non-Attendance Without Pay** may be granted to an employee who does **not** qualify for excuse with pay or for attendance at meetings, conferences and conventions of a non-educational nature.

Special Instructions for Reimbursement of Expenses When Payment is Authorized

Note: Complete details regarding reimbursement of business-related expenses including daily maximum allowances and required forms are explained in the Standard Operating Procedures Manual (SOPM) chapter on *Travel and Conferences* and the Division of Financial Operations' publication titled *Reimbursement of Business Expenses*.

1. **Reimbursement** may be paid for expenses such as, **but not limited to:**
 - (a) transportation by common carrier (less sales taxes);
 - (b) registration fees;
 - (c) meals, lodging, tips and other incidental/miscellaneous expenses.

Note: Notwithstanding the foregoing, the employee's Superintendent, Executive Director, Head of Office or, as appropriate, by their Deputy; or other officer authorizing reimbursement of expenses may impose an overall maximum for any applicant in order to maximize the district's/office's travel allotment.

2. **Claims for Reimbursement:** Within ten (10) days of return to duty, the employee must submit to the Superintendent, Executive Director, Head of Office or, as appropriate, by their Deputy who authorized payment of expenses, the following:
 - (a) Imprest Fund Expenditure Form (#25-2700.06.6)
 - (b) Form OD-7 – Business Expenses Report (may be reproduced locally or downloaded from the website of the Division of Financial Operations located at: <http://www.nycenet.edu/dfo>)
3. **Payment of Claims:** Upon approving a claim for reimbursement of expenses, the Superintendent, Executive Director, Head of Office or, as appropriate, by their Deputy or other appropriate official who authorized payment of expenses must sign **both** forms (**2 a** and **2 b** above) and attach a signed copy of the authorization for payment (Section III, Form OP-221.) All three (3) documents must be forwarded to the appropriate district/central business office.

Special Instructions for Processing Application Form OP-221

1. Applicant must complete and sign the application, obtain approval of his/her supervisor (Section II) and submit to the Superintendent, Executive Director, Head of Office or, as appropriate, by their Deputy (Section III) in charge of the school or activity in which employed. **Attach all appropriate documentation to the application.** Keep photocopies (for personal **and** school/office use) of all documentation being attached to the application.
2. Superintendent, Executive Director, Head of Office or, as appropriate, by their Deputy indicates approval or disapproval in Section III by signing the application. This application is to be held in his/her files. **Two** (2) photocopies of the signed/approved/disapproved application are to be **returned to the applicant's school or office.**
3. Upon receipt of the signed/approved/disapproved photocopies from the employee's Superintendent, Executive Director, Head of Office or, as appropriate, by their Deputy the originating school/office should retain one copy with all appropriate documentation in its files for possible future audit, and give the second copy to the applicant for his/her files.

Revised: February 2001